

*Adm -*  
DD/S&T#134572

16 MAR 1972

PPB 72-0308

MEMORANDUM FOR: Comptroller, DD/S&T

SUBJECT: Proposed Agenda for Meeting on Planning

The PPB Planning Staff is anxious to update its information on Directorate Planning and to exchange views on planning problems and approaches. For purposes of these discussions, planning is distinguished from programming by its longer-term outlook, extending to three or more years beyond the present; in other words, beyond the Budget Year and the Program Year.

1. Now that we have removed the five-year program from the Program Call, do your components continue to do five-year programming? If so, are these plans reviewed and modified by your Directorate?
2. What do you consider to be the key considerations for your planning in the next five years? What major problems do you face? What major changes in program thrust and resource requirements do you anticipate?
3. How does your Directorate plan for equipment procurement, new construction, and R&D over the next five years? (Is this primarily the responsibility of your components? What criteria are used in reviewing these plans?)
4. Please identify those aspects of your plans that are likely to impact significantly on other Directorates or on the Agency as a whole.
5. What features in a planning guidance would assist planning-programming-budgeting in your Directorate? Have you identified some questions of Agency policy that should be resolved?

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6. What steps would you like to see taken to improve the quality of planning in the Agency? Would more contact among the various Directorate planning staffs help you? Should more planning issues be raised at the morning meeting? What planning issues or problems would you suggest for consideration on an interDirectorate basis?

7. Do you feel that consumer feedback is developed adequately? Have you been able to identify and rank your customers? Can you determine how adequate your response has been to their needs? Do you anticipate any significant changes in their interests? What suggestions do you have to improve such feedback?

8. If there is improved coordination within the Community, what changes do you anticipate in your relations with other Agencies? In what areas are responsibilities poorly defined vis-a-vis other agencies?

/s/ Charles A. Briggs

Charles A. Briggs  
Director of Planning,  
Programming, and Budgeting